

**CASCADIA BEHAVIORAL HEALTHCARE
JOB DESCRIPTION**

Job Title: Peer Wellness Specialist I	Alternate Job Title:
Division/Location: Peer Wellness Program	Reports to:
Salary Range:	FLSA: Nonexempt OR Exempt
Prepared By: Meghan Caughey	Date Prepared:

General Statement of Responsibilities:

Example:

The Peer Wellness Specialist I works as a member of an interdisciplinary team to implement and monitor treatment for individuals being served within the out-patient and/or residential facility. This position involves participation and implementation of program goals and objectives to promote a strengths-based, wellness-informed client centered approach to assisting individuals being served in achieving person-driven goals.

Essential Responsibilities:

1. The incumbent Provides therapeutic interventions with individuals being served as required, and directed by the mental health treatment plan.
2. The incumbent provides individual and/or group training in living skills, creation of healthful lifestyles, and support in areas such as self-care, holistic wellness, hygiene, community resources, and other life skills as directed by the plan of care.
3. The incumbent may facilitate a minimum of one therapeutic group per week.
4. The incumbent participates in regular clinical supervision Attends clinical case conferences and staff meetings to gain knowledge and communicate program and individual being served needs.
5. The incumbent complies with and implements the regulations, policies, and procedures which pertain to peer delivered service goals and rules.
6. The incumbent assists in crisis situations as appropriate, following emergency protocols and procedures. He/she practices and is competent in avoidance preventing escalation, and will work to prevent physical and mechanical restraint techniques, avoiding crisis situations or to neutralizing crises in progress. She/ he will not participate in mechanical restraint or restraint training.
7. The incumbent administers outcome measurement tools with individuals being served and participates in data collection.
8. The incumbent may perform office administration duties as requested by management.
9. The incumbent respects and honors individuals' being served rights and responsibilities and demonstrates professional boundaries and ethics.
10. The incumbent reflects positive peer values that include non-hierarchy and mutuality when appropriate.
11. The incumbent documents and maintains clinical records in a manner that assures compliance with all agency policies and procedures and local, state, and federal regulations. Maintains accurate and up-to-date documentation as required, associated with assessment,

treatment, individuals being served' progress and other activities. Completes electronic medical records (EMR) as required using Cascadia software.

12. Demonstrates responsibility for safety of residents and property; is familiar with fire regulations and evacuation procedures;.
13. Adheres to mandatory abuse reporting laws and HIPAA requirements.
14. Acts as a positive role model for individuals being served, showing a recovery and healthful lifestyle orientation.
15. Openly identifies as a person who has lived experience of using/ have used mental health services when appropriate.
16. Actively attends and participates in regular in-service trainings.
17. Acts as an advocate for individuals being served when appropriate, both within the organization and also with other entities.
18. The incumbent may represent the Peer Wellness Program at community, state , and /or national functions related to the work of the Peer Wellness Program.

Site Specific Essential Responsibilities:

- 1. Provides services to individuals being served both at Cascadia out-patient or residential site and in the community with the individuals being served..**
- 2. Provides input into the therapeutic treatment plan in collaboration with individual being served and case manager.**
- 3. Actively supports case managers and other managerial and medical staff.**

Example:

Secondary Responsibilities:

- 1. Shares own recovery story with individuals being served when appropriate.**
- 2. Acts as positive role-model that is recovery and wellness oriented.**

Interpersonal:

The Peer Specialist I needs to be aware of and sensitive to the perspectives and perceptions of individuals being served, peers and others and respond in a respectful manner. Sensitivity combined with strong communication and interpersonal skills are a must. He/she is expected to communicate clearly and work effectively with peers, supervisors and individuals being served when dealing with interventions, crisis situations, outlining treatment plans, establishing behavioral boundaries, etc. Communication and interpersonal skills should be refined to the extent that the job incumbent can effectively influence, persuade or coach others into taking alternative courses of action.

The Peer Specialist I must be able to presents the Cascadia Peer Wellness Program to other agencies or governmental entities in a positive, educative and advocating manner.

Decision Making:

This position is responsible for identifying and prioritizing with the individual being served their treatment plan goals. Redefining of goals may occur throughout treatment in order to obtain success. There needs to be continuous assessment and measurement of progress toward treatment goals. Consultation with the Senior Director, Case Manager, Program Manager,

Program Supervisor, and the Administrator On-Call is necessary in order to maintain treatment team communication. In addition, operational functions of the daily routines will require direction.

Leadership:

This position has no specific supervisory responsibility. However, the job incumbent is expected to serve as a role model or for providing clinical guidance, training and support to other staff members. The incumbent is expected to role model healthful lifestyle choices to individual being served and staff. In some cases the job incumbent may serve as lead person.

Sphere of Influence:

The Peer Specialist I is responsible for working accurately and prudently to control costs and to maintain acceptable levels of service. Protecting or conserving physical assets and supplies and remaining alert to opportunities to reduce costs without sacrificing services are expected.

Mental Demands:

The work assigned is diverse and involves facing new and unusual circumstances where outcomes could have negative effects on employee morale and/or residents. There may be a multitude of stressors, including (but not limited to) unpredictable behaviors, explosive/violent/aggressive residents, and variable acuity levels. There will be need for a high degree of time management, crisis triage/response, and prioritizing skills, due to fluctuating programmatic and staffing routines. Self-care is paramount as is communication to program leadership if the incumbent is expected to communicate to management if they need to “step back” for an unpaid, finite period of time from work in order to perform self-care.

Work Environment:

Work performed may be performed in a range of locations, including in a secure (locked) residential setting, and out-patient clinic, with crisis services, respite, the individual being served residence or in the community. The nature of the work dictates that the employee is alert and attentive during his or her assigned shift. Rest breaks and meal periods are subject to interruption. There is a mild to moderate risk of personal injury/illness due clients with violent behavior, exposure to disease, biohazards, noise and contaminants etc.

Physical Demands:

The Peer Specialist 1 will design activities and structure which support community integration assist program individuals in learning socially acceptable behaviors as supported by the person-driven treatment plan. These are required to proactively avoid behavioral incidents and volatile situations and to support individuals being served in achieving meaningful and personally gratifying roles within the greater community.

Staff must be approved to provide transportation utilizing agency vehicles so that individuals being served may access the community. Staff must also have the ability to assist individuals in

participating in a variety of active leisure and recreational events, as well as skill building outings and accessing community resources.

The Peer Wellness Specialist I must have the ability to assist the team in providing safety to all individuals being served and staff in potentially volatile situations, however the Peer Wellness Specialist will not participate in physically restraining persons or the training to do so.

Job Specifications:

High school diploma or GED.

Peer Specialists I must have a certificate of completion from a state approved peer support service training program. Peer Wellness Training Program graduation is preferred. The internship requirement must be met.

Some work experience working with adults with severe and persistent mental health challenges is preferred.

The incumbent must be able to demonstrate strong interpersonal, clinical, and organizational skills. This position requires a balance in ability to work independently as well as work collaboratively within a team.

The incumbent is preferred, but not required to have a valid driver's license, three year driving history; clean driving record, ability to pass Driver Motor Vehicle (DMV) check and complete the Cascadia online Defensive Driving course. If the incumbent does not drive, then she/ he must have a thorough working understanding of the mass transit system and be prepared to teach this skill to individuals being served.

The job incumbent must be able to operate computer hardware and software (including EMR software) at a level needed to effectively perform job functions. This includes the ability to enter data and retrieve data and to prepare simple reports.

Must have a general understanding of cultural differences and have a strong appreciation of and respect for other cultures and diversity. The incumbent must demonstrate cultural competence and understanding of how culture influences and impacts behavioral health services.

Physical Requirements:

For each item listed indicate its approximate frequency.

ITEM	NEVER	OCCASIONALLY	REGULARLY	CONSTANTLY
Sitting			X	
Standing			X	
Walking			X	
Stooping		X		
Lifting		X (5-15lbs)		
Climbing		X (stairs)		
Crouching		X		
Reaching		X		
Visual				X
Auditory				X
Keyboarding			X	
Running		X		

This position description is not intended to be and should not be construed as an all-inclusive list of responsibilities, skills, or working conditions associated with the position. While this description is intended to accurately reflect the position's activities and requirements, management reserves the right to modify, add or remove duties as necessary. Job responsibilities are subject to possible modification to reasonably accommodate individuals with disabilities. Cross –disabled persons are encouraged to apply for this position.

This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

Please sign below acknowledging receipt of this description.

Employee Name (Print)

Employee Signature/Date:

Program Manager

Date

